

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

18 December 1979

NOTE FOR: Director of Personnel

FROM : [REDACTED]
SA/DDCI

STATINTL

Harry-- *Harry*

DDCI has approved Tabs A-H of the NAPA report. Per our telephone conversation, will you please asterisk Tab E and add a footnote at the end of the paper that a separate decision paper was approved to establish the Personnel Advisory Committee and attach a copy of that to this to keep the record straight.

STATINTL

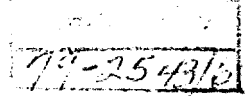
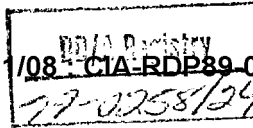
[REDACTED]

Tab E noted and papers attached

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MEMORANDUM FOR: Deputy Director of Central Intelligence
THROUGH : Deputy Director for Administration
FROM : Harry E. Fitzwater
Director of Personnel
SUBJECT : NAPA Project Group Recommendations: Tabs A
through H

Forwarded herewith is an approval document for your signature reflecting Executive Committee actions on 26 November 1979 regarding the NAPA Project Group recommendations in Tabs A through H.

STATINTL



Harry E. Fitzwater

Attachment

Distribution:

- Orig & 1 - DDCI (Orig to be returned to D/Pers)
- 1 - ER
- 2 - DD/A
- 2 - D/Pers
- 1 - OP/PS

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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service

FROM: Harry E. Fitzwater
Director of Personnel

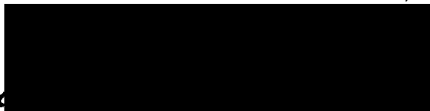
SUBJECT: Personnel Management Advisory Board

REFERENCE: D/Pers Memo to DDCI dtd 28 November 1979,
same subject

1. As discussed at the Executive Committee meeting on 26 November 1979, the Deputy Director of Central Intelligence has approved the establishment of a Personnel Management Advisory Board. The purpose of the Board is for senior representatives from each of the Career Services to discuss proposed solutions to personnel management problems of Agency concern and to advise me in the development of personnel management policy. The Board should bring more uniformity and better coordination to personnel management within the Agency.

2. The first agenda item is to establish a charter for the Board. I plan to convene the Board on 20 December 1979 to discuss the attached proposed charter.

3. Will you please advise me of your representative to the Board by 14 December 1979. Your representative should be a senior officer currently involved in personnel management and a member of your Career Service but not your alternate on the Executive Committee. An appropriate representative would appear to be either your executive officer or senior career management officer.



Harry E. Fitzwater

STATINTL

Att

Draft Charter

Personnel Management Advisory Board

I. Purpose

Consider personnel management problems of Agency concern and make recommendations toward their solution.

II. Goal

To bring more uniformity to personnel management across the Agency.

III. Composition

- A. Chairman: Director of Personnel.
- B. Members: Senior representatives from each of the five Career Services.
- C. Secretariat: Chief, Policy Staff, Plans and Control, Office of Personnel.

IV. Role

Advisory to the Director of Personnel, the Executive Committee and the Deputy Director of Central Intelligence in the development of personnel management policy and resolutions of personnel problems of common concern.

V. Functions

- A. Discuss identified personnel management problems or policy issues.
- B. Recommend staff studies be developed by the Policy Staff of the Office of Personnel on solutions to problems or development of policy.
- C. Obtain coordinated Career Service positions on staff studies and agenda items for Board meetings.
- D. Recommend to the Director of Personnel proposed solutions to personnel management problems or suggested policy on personnel management.

VI. Procedures

- A. Board meetings will be held monthly or when necessary.
- B. A prepared agenda and related staff studies will ordinarily be provided members ten working days prior to the scheduled monthly meetings by the Board Secretariat.
- C. When appropriate, Board proposals will be submitted by the Director of Personnel to the DDCI/Executive Committee.

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26 NOV 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence
THROUGH: Deputy Director for Administration
FROM: Harry E. Fitzwater
Director of Personnel
SUBJECT: Personnel Management Advisory Board

1. Action Requested: It is requested that you approve the recommendation contained in paragraph 3.

2. Background:

a. This is a proposal in response to a discussion of a personnel management concept by members of the Executive Committee on 26 November 1979. The concept proposes a Board of senior representatives from each of the Career Services who would discuss and resolve personnel management problems of Agency concern and advise the Office of Personnel in the development of personnel management policy proposals. It is considered that the Board could bring more uniformity to personnel management and improve the movement toward a one-Agency personnel system.

b. The following is the proposed Board composition and operating procedures:

(1) Members will be either the career management officers of the five Career Services or other designated senior officers who are currently involved in personnel management.

(2) The Board will be chaired by the Director of Personnel and the Chief, Policy Staff/Plans and Control/Office of Personnel (C/PS/P&C/OP) will act as the secretariat.

(3) The Board will be an advisory body to the Director of Personnel, the Executive Committee and the DDCI.

SUBJECT: Personnel Management Advisory Board

(4) Board meetings will be held at least monthly or on an ad hoc basis as time critical items need to be discussed.

(5) A prepared agenda will be distributed to members in sufficient time to resolve internal Career Service position coordination prior to the meetings.

(6) The Board will not only propose new policy in personnel management but will consider resolutions to personnel management problems of a general Agency concern.

(7) The C/PS/P&C/OP will be responsible for preparing the agenda and any necessary paperwork for discussion at the meetings.

(8) Members will be responsible for ensuring that steps have been taken for coordination of Board proposals within their Career Services prior to submission to the DDCI.

(9) Proposals will be submitted to the DDCI/Executive Committee by the Director of Personnel.

3. Recommendation: It is recommended that you approve the above concept and that I be authorized to contact each of the Career Services to implement the proposal.

STATINTL

STATINTL

APPROVED:


Deputy Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

DATE:

6 DEC 1979

Distribution:

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1 - DDCI Approved For Release 2001/11/08 : CIA-RDP89-01114R000300030015-5

1 - DDCI 1 - D/Pers (w/held) 1 - D/Pers Subject

1 - ER 1 - DD/Pers/P&C 1 - HEF Chrono

STATINTL

*Harry -
This approved
in principle. At
first meeting
pls develop scope
of work for my
approval above.*

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